



# **Repetitive Stress Injury Prevention 2010 CBT Rollout**

**Safety Topic of the Month  
Richmond Refinery**

**January 2010**



# Components of our RSIP Plan

The purpose of this Safety Topic of the Month is to provide information regarding our RSIP tools that are available for our use, including:

1. Richmond Refinery RSIP Website and related resources
2. Instructions for the 2010 RSIP CBT for Gil Workstation Users
3. New Work Pace Software from Wellnomics.
4. At Risk details that have been identified by our LPS – LPOs.
5. Ergo Hotline Number 242-3746



Call the  
Richmond Refinery  
Ergo Hotline to report  
discomfort:  
242-3746



# What is a Repetitive Stress Injury?

Repetitive stress injuries (RSI) are a group of conditions generally caused by placing too much stress on a joint or tissues associated with movement around a specific joint.

**Hand injuries are the single largest category of injuries at Chevron**

- **Hand RSIs averaged 8% of all hand recordable injuries in the last 5 years.**

Visit Richmond Refinery RSIP Website for additional information

<http://www.ric841.chevron.net/hq/ErgoRSIP/Default.asp>

**ERGO HOTLINE**  
**242-3746**

# Key Causes of RSI's

Did you know?

Even though they are called Repetitive Stress injuries, repetition is one of the least significant factors in the office. Key factors include:

- Static/sustained postures
  - Lack of movement is the real problem
- Awkward postures
  - Can be behavioral or equipment related
- Personal Factors
  - Physical Fitness/Capacity
  - Health issues (smoking, circulatory issues, stress)



# In support of OE objectives, we follow training requirements and processes



Visit Richmond Refinery RSIP Website for additional information and Resources!

<http://www.ric841.chevron.net/hq/ErgoRSIP/Default.asp>



**Richmond Refinery RSIP**

Richmond Refinery Ergo Hotline 242-3746

<b>RSIP Training and Resources (OES and Work Pace)</b>	<b>Promote Healthy Workstation Behaviors</b>
<ul style="list-style-type: none"><li>• <a href="#">OES Online Assessment</a></li><li>• <a href="#">Workpace Reporting Website</a></li><li>• <a href="#">New Workpace End User Training</a></li><li>• <a href="#">New Workpace Supervisor Training</a></li><li>• <a href="#">Rapid Response Trifold Brochure</a></li><li>• <a href="#">Richmond Refinery RSIP Process</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Keyboard Shortcuts</a></li><li>• <a href="#">Work Pace Recommended Settings</a></li><li>• <a href="#">WorkPace Reporting Tool FAQs</a></li><li>• <a href="#">How to Adjust Your Chair</a></li><li>• <a href="#">Ergo Fiesta - Quick Facts</a></li><li>• <a href="#">Office Conditioning Exercises</a></li></ul>
<b>RSIP Ergo Equipment and "Essentials"</b>	<b>Health Resources</b>
<ul style="list-style-type: none"><li>• <a href="#">Computer Glasses Approval Form</a></li><li>• <a href="#">Ergonomic Lab</a></li><li>• <a href="#">Ergonomic Furnishings and Accessories</a></li><li>• <a href="#">Office Essentials Welcome Package</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Richmond Refinery Fitness Center</a></li><li>• <a href="#">Fitness Break Video #1</a></li><li>• <a href="#">Fitness Break Video #2</a></li><li>• <a href="#">Tips for Exercising Safely</a></li></ul>

# This year our training objectives will be met with an Active Learner CBT.



The Office Ergonomic Suite will provide you with safe computer use training related to body postures, and presence of discomfort.

Complete the training that is assigned to you in Active Learner.

**Important:  
Follow all of the  
instructions associated  
with the CBT.**



# CBT Training – Instructions Office Ergonomic Suite (OES)



## Important information and instructions to read before starting your CBT:

- All Richmond Refinery Employees and Long Term, Full Time Contractors with a CAI will be assigned the Office Ergonomic Suite (OES) CBT.
- Employees that use the computer less than one hour a day (or five hours per week) may be deferred from taking the OES training by their supervisor and/ or the RSIP Coordinator, Carrie Medved.
- Supervisors may send the names of employees that are to be deferred to Carrie Medved (CAAM) and Diane Vodenik (DMVO). Those persons identified will have OES removed from their list of required training.
- If you have taken the OES assessment in the past 12 months and have not changed locations, please notify Carrie Medved and Diane Vodenik. Those persons identified will have OES removed from their list of required training.

This training is not automatically updated in Active Learner. Reports are periodically run with the results entered into active learner. If you would like this requirement cleared from your training needed immediately, forward the email message from OES to Diane Vodenik ([dmvo@chevron.com](mailto:dmvo@chevron.com)).

If you have questions please contact Carrie Medved at 2-2636 or e-mail [caam@chevron.com](mailto:caam@chevron.com).

# CBT Training – Instructions Office Ergonomic Suite (OES)



## Getting Started on Your OES CBT Assessment

1. Log into Office Ergonomic Suite (OES) by selecting the evaluation tab.
2. Enter your username (your CAI) and your password. If you cannot remember your password you can request that it be e-mailed back to you.
3. First time users: Enter your username (your CAI) in the "first time user" box, and follow the instructions on the screen to request a password. Your password will be e-mailed to you within 5 minutes.
4. Return to OES and enter your username (CAI) and new password.
5. Complete the change password function.
6. Verify your supervisor's email id.
7. Go through the assessment.
8. Complete all areas of the risk assessment and complete the quiz.
9. **Review and implement the recommendations in the e-mail from OES. If your self assessment places you at medium or high risk, we ask that you immediately schedule a workstation evaluation by calling the ERGO hotline at 2-ERGO (3746).**

If you have questions please contact Carrie Medved at 2-2636 or e-mail [caam@chevron.com](mailto:caam@chevron.com).



# We also have new Work Pace Software available for Gil workstation users.



1. In order to download the new version of Work Pace Software - with network reporting capabilities – follow these instructions: [Instructions for downloading the New Work Pace Software.](#)
2. Adjust your Work pace Break settings based on your OES CBT Risk level.
3. After one week of use your risk report will be available.
4. Periodically, you will receive recommendations for safer workstation behaviors from either your supervisor or the RSIP Coordinator.

	Option A	Option B	Option C	Option D	Option E
<b>Micropauses</b> (After using PC for)	7.30 mins	7.30 mins	6.00 mins	5.00 mins	5.00 mins
	Low risk	More rigor.	Med. & High	Discomfort	Discomfort +
<b>You will get Micropause for</b>	8 secs	8 secs	8 secs	9 secs	10 secs
<b>Can Micropauses be disabled?</b>	No	No	No	No	No
<b>WorkPace Break</b> (After using PC continuously for)	50.00 mins	50.00 mins	45.00 mins	45.00 mins	20.00 mins
<b>You will get WorkPace Break for:</b>	5.00 mins	5.00 mins	6.00 mins	7.00 mins	5.00 mins
<b>Can WorkPace Breaks be disabled?</b>	No	No	No	No	No

# LPO-DS-Office Ergonomics Richmond Data



## Top Five Questionable in 2009

Activity Description	# Correct	# Questionable
320 - Elbows/Forearms float freely (not resting on arm rests or other surface) while keying/mousing.	164	19
290 - Keyboard surface is adjusted so that wrists are flat; hands do not angle upward or downward	146	19
405 - 100% of micropauses prompted by WorkPace are taken every day	100	19
305 - Wrists float above surface when keying/mousing.	139	20
10 - LPSA card is visible and used.	118	22
315 - Back and upper shoulders rest against back of chair (or back support cushion if one is used.)	154	24
400 - WorkPace break - stretch software is installed and being used	116	24



# LPO-DS-Office Ergonomics Richmond Data



## Top Five Correct in 2009

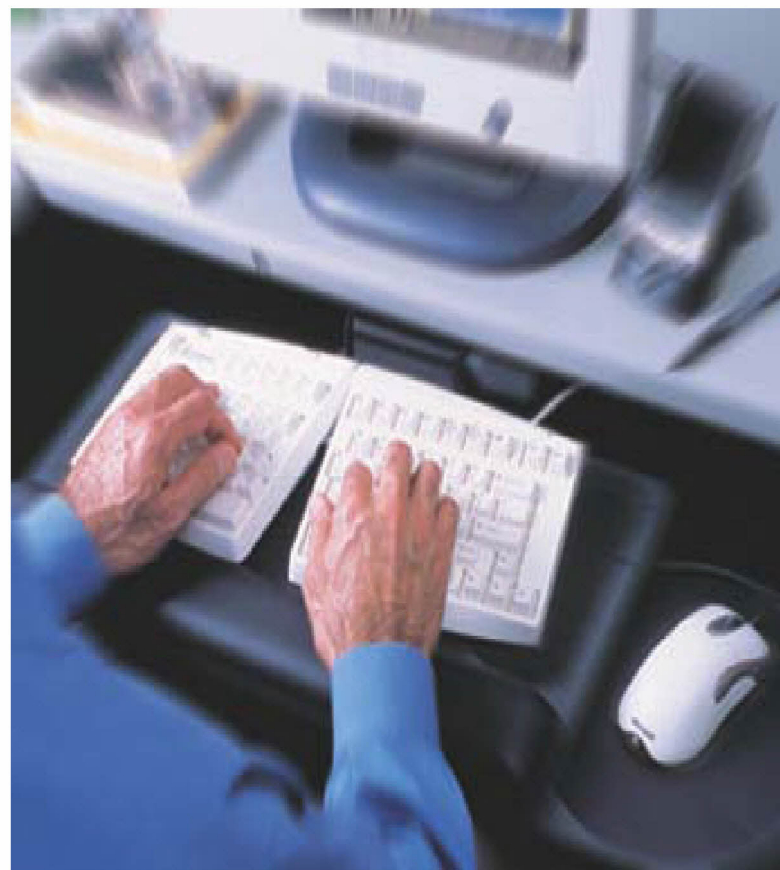
Activity Description	# Correct	# Questionable
275 - Arms and shoulders remain close to sides and are relaxed while keying/mousing,	156	2
285 - Hand and fingers are relaxed, not gripping the mouse	162	5
350 - User rests eyes by looking away from monitor or documents frequently.	163	1
200 - Chair height adjusted so that thighs are parallel to the ground or hips are slightly higher than the knees.	163	11
320 - Elbows/Forearms float freely (not resting on arm rests or other surface) while keying/mousing.	164	19
325 - Feet flat on floor or a stable foot rest	166	13



# Importance of RSI Prevention (RSIP)

- RSI's are preventable but no one is immune to them
- RSI's don't happen overnight
- Reporting discomfort early is one of the most important things you can do to prevent injury

*"An ounce of prevention is worth a pound of cure." Benjamin Franklin*







## Review TOP Lessons Learned

Learning from our past incidents will help us prevent them in the future. Please take a few minutes now to review the TOP lessons learned.

### TOP Lessons Learned

